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## **Sarisbury CE Junior School Governors' Allowances Policy – September 2016**

### **Background:**

This policy statement has been developed in accordance with the [Education \(Governors' Allowances\) Regulations 2013](#) and relevant [Department for Education Guidance](#) which give Governing Bodies the discretion to pay allowances from the school budget to Governors for certain expenses incurred in carrying out their duties.

### **Objectives:**

Sarisbury CE Junior School Governing Body believes that the payment of Governor expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors of Sarisbury CE Junior School will be entitled to claim the actual costs which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of Sarisbury CE Junior School. This includes those incurred in attending meetings of the Governing Body, its committees or Hampshire County Council Education Service training sessions.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the governing body:
  - Childcare or babysitting expenses (excluding payments to a current/former spouse or partner)
  - The cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
  - The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel by private car will be allowable at 53.5p/mile up to 5,000 miles and 25p/mile thereafter to cover petrol costs only. Governors are only permitted to claim for car travel to and from a destination **within** Hampshire unless approval is given in advance from the Chair of Governors.
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the Hampshire County Council Education Authority or any other source
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3. The cost of stationery, photocopying, postage and telephone calls are now allowable. Governors can use the school photocopies for Governing Body business; further assistance with office services can be sought from the Clerk or School Office, subject to the other demands on staff time.

The Governing Body at Sarisbury CE Junior School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible. The claim should be returned to the School within two weeks of the date when the expenses were incurred, when it will be submitted for approval by the Chair of Governors or Chair of Finance and payment arranged.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.



**Sarisbury CE Junior School  
Governor Allowances Claim Form**

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	<b>Claim period:</b>

I claim the total sum of £..... for governor expenses as detailed below.  
I have attached the relevant receipts to support my claim.

Signed.....

	£
Childcare/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to National meetings or training events	
Other (Please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

Once completed, please submit this form to the school office.

Date received by school office.....

Expense claim approved by Chair of Governors/Chair of Finance:

Signed ..... Date .....

Expenses received:

Signed..... Date .....